

State of California
Business, Transportation and Housing Agency
Department of Managed Health Care



Training and Experience Questionnaire

Staff Counsel - Department of Managed Health Care

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. The Staff Counsel examination for the Department of Managed Health Care consists of a Supplemental Application used to evaluate your education, training and experience.

This Supplemental Application consisting of a Training and Experience Questionnaire is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Please be sure to enter your name on each page of the questionnaire. **Your responses are subject to verification before appointment to a position.**

Section I - Minimum Qualifications

The items in this section request information regarding your minimum qualifications for the position of Staff Counsel. Your responses to these items will not be scored; however, they will be used to determine whether you meet the minimum qualifications for the position.

1. Are you a current member of the California Bar?

☐ Yes ☐ No

2. If you are not a current member of the California Bar, are you eligible in all respects to take the California Bar Examination?

☐ Yes ☐ No

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Section II - Education

Items in this section are used to determine your rating regarding educational background.

1. Enter the law school from which you graduated and your graduation date.

Law School:	Graduation Date:
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2. What was your grade point average upon graduation from law school?

☐ 3.5 or higher

☐ 3.0 to 3.49

☐ 2.9 or lower

3. Enter up to four (4) activities, committees, membership, professional organizations and/or honor society in which you participated while in law school.

	Activity, Committee, Membership, Professional Organization, Honor Society
1	
2	
3	
4	

CONTINUE TO PAGE 3

Section II - Education (continued)

4. Enter up to four (4) honors that you have been awarded. Indicate the award title and the reason for the recognition.

	Award Title	In Recognition of:
1		
2		
3		
4		

5. Did you participate in any of the following?

☐

Moot court

☐

Law review/journal

☐

Legal clinics (including law clerk or internship positions)

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Section II - Education (continued)

6. For each of the subject areas listed below **in which you have completed specific courses in law school**, enter the course title, the school in which you took the course, and the units earned for the course. Limit your entry to no more than four (4) courses per subject area.

Subject Area	Course Title	Law School in which Course was Taken	Units Earned
Health Law	1		
	2		
	3		
	4		
Civil Litigation	1		
	2		
	3		
	4		
Insurance Law	1		
	2		
	3		
	4		
Law and Medicine	1		
	2		
	3		
	4		
Administrative Law	1		
	2		
	3		
	4		

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Section II - Education (continued)

7. For each of the subject areas listed below **in which you have completed specific courses in law school**, enter the course title, the school in which you took the course, and the units earned for the course. Limit your entry to no more than four (4) courses per subject area.

Subject Area	Course Title	Law School in which Course was Taken	Units Earned
Public Contracting Law	1		
	2		
	3		
	4		
Fair Political Practices Law	1		
	2		
	3		
	4		
Employment Law (State civil service or private)	1		
	2		
	3		
	4		
Legislative Law	1		
	2		
	3		
	4		
Public/Government Law (e.g., Freedom of Information Act, Brown Act, Privacy Acts, legislative history, etc.)	1		
	2		
	3		
	4		

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Section III - Experience

Items in this section are used to determine your rating regarding experience.

- Using the following rating scale, rate your experience in each of the areas listed in the table. Enter your job title, name of the organization in which the experience (paid or unpaid) was gained, and the dates worked in the capacity. For each area, enter no more than two (2) places in which you gained the experience. *Note that the information provided is subject to verification.*

Rating Scale

0 = No experience

1 = Less than 1 year of experience

2 = 1 year or more of experience

Area	Rating of Experience (use scale above)	Job Title and Name of Organization	Time Period (month/year)
Health care (e.g., health care lawyer, paralegal, law clerk, intern, legal analyst, nurse, certified health care provider, EMT, etc.)		1 Job Title:	From:
		Organization:	To:
		2 Job Title:	From:
		Organization:	To:
Insurance/managed health care industry (e.g., lawyer, law clerk, intern, paralegal, legal analyst, claims reviewer, customer services representative, etc.)		1 Job Title:	From:
		Organization:	To:
		2 Job Title:	From:
		Organization:	To:
Government/health care policy (e.g., lawyer, law clerk, intern, paralegal, legal analyst, research specialist, compliance officer, policy/program analyst, etc.)		1 Job Title:	From:
		Organization:	To:
		2 Job Title:	From:
		Organization:	To:
Litigation (e.g., civil, appellate, administrative)		1 Job Title:	From:
		Organization:	To:
		2 Job Title:	From:
		Organization:	To:

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Section III - Experience (continued)

2. Using the following rating scale, rate your experience in each of the areas listed in the table. Enter your job title, name of the organization in which the experience (paid or unpaid) was gained, and the dates worked in the capacity. For each area, enter no more than two (2) places in which you gained the experience. *Note that the information provided is subject to verification.*

Rating Scale:

- 0 No experience**
1 Less than 1 year of experience
2 1 year or more of experience

Area	Rating of Experience (use scale above)	Job Title and Name of Organization	Time Period (month/year)
Employment or labor law	1	Job Title:	From:
		Organization:	To:
	2	Job Title:	From:
		Organization:	To:
Public contracting law	1	Job Title:	From:
		Organization:	To
	2	Job Title:	From:
		Organization:	To
Consumer Advocacy	1	Job Title:	From:
		Organization:	To
	2	Job Title:	From:
		Organization:	To
Fair Political Practices Commission law	1	Job Title:	From:
		Organization:	To
	2	Job Title:	From:
		Organization:	To

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Section III - Experience (continued)

3. Use the following rating scale when evaluating the factors identified in each of the items below. Place your rating in the box to the left of each item.

Rating Scale:

- 0 Never**
1 1 - 3 times
2 4 - 6 times
3 More than 7 times

☐ How frequently have you made oral arguments in a legal proceeding (e.g., an administrative hearing or in civil or appellate court)?

☐ How frequently have you made oral presentations or speeches before committees, commissions, city councils, school boards, civic groups, etc?

☐ How frequently have you written legal memoranda or briefs, drafted legal opinions, or authored legal briefs or points and authorities?

☐ How frequently have you drafted or analyzed legislation, rules, regulations, ordinances, or similar documents?

☐ How frequently have you drafted, analyzed, or negotiated a contract, agreement, stipulation, or other similar document?

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Section IV - Applied Job Knowledge

Using the rating scale below, rate your knowledge on each of the following factors. Place your rating in the box to left of each item.

Rating Scale:

- 0 No knowledge**
- 1 Minimal/some knowledge**
- 2 Significant/extensive knowledge**

Legal research methods and sources both printed and electronic

Professional ethics rules as they relate to the practice of law and the role of public attorneys

The legislative process at the state or federal levels

Law that applies to public entities (e.g., Bagley Keene Open Meeting Act, Public Records Act, Brown Act, etc.)

Administrative law

Law as it relates to health care and health care delivery systems

Administrative hearings

Appellate practice

Insurance law

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Section V - Published Materials

List no more than five (5) of your published materials such as law review, journal articles, books, short stories, etc.

	TITLE	TYPE OF PUBLISHED MATERIAL	APPROXIMATE DATE OF PUBLICATION
1			
2			
3			
4			
5			

END OF QUESTIONNAIRE